

Job Vacancy Announcement

The following are Terms of Reference (ToR) for vacant positions in different Districts of Oromia Regional State.

1. Project/Program Title: Oromia REDD+ Investment Program (RIP)

Salary: Negotiable

Duration: One year, with a possibility of extension upon individual performance and availability of funding.

Expected start date: Immediately after concluding contractual agreement.

Position 1: District Project Coordinator (number of positions: one)

Overall responsibility:

The District Project Coordinator based at the district level has the authority to run the project on a day-to-day basis within the scope of the project activities in the District. The Project Coordinator's prime responsibility is to ensure that the project produces the results specified in the project document for the District, to the required standard of quality and within the specified constraints of time and cost.

Key duties and responsibilities:

Under the general supervision of the woreda EFCC office head, the District Project Coordinator will:

- Manage the realization of project outputs through activities planned in the District;
- Provide direction and guidance to project team and responsible party (ies);
- Liaise with the District Project Steering Committee to assure the overall direction of the project;
- Identify and obtain any support and advice required from the region and federal institutions for the management, planning and control of the project;
- Responsible for the overall project administration;
- Day-to-day oversight and coordination of implementation of project activities in the District;
- Plan the activities of the project and monitor progress against the initial plan and quality criteria;
- Mobilize goods and services to initiate activities on the ground according to the action plan;
- Coordinate the integration of the operational activities with the government annual plans and other similar programs/projects at the district level;
- Monitor events as determined in the Monitoring & Communication Plan, and update the plan as required;
- Manage and Monitor financial resources and accounting to ensure accuracy and reliability of financial disbursements and reports;
- Manage and Monitor the Program risks as initially identified in the Program and submit new risks to the Project Steering Committee and regional bodies for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risk Log;
- Prepare the quarterly and annual progress reports (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Steering Committee and Regional offices.

Selection criteria (including desirable skills, knowledge & experiences):

The main skills, competencies and experiences required by the District Project Coordinator will include:

- Minimum of BSc degree in Forestry, Natural Resources Management, Land Resources Management, or other related fields.
- Computer literacy (at least Word, Excel).
- Excellent communication skills and proven experience in leading teams.
- Proven experience at senior level in developing effective strategic plans and strengthening the capacity of public bodies.
- Demonstrated experience as a team leader in project activities.
- Proven negotiation skills and advocacy experience.
- Experiences related to projects will be an added advantage.
- Proven fluency in oral and written English and Afaan Oromo.

- General professional experience: Minimum of 10 years for BSc and minimum of 6 years for MSc in the fields of Forestry, Natural Resources Management, and Land Resources Management.

Supervision and Reporting:

The Project Coordinator will be hosted by and be a member of the Woreda EFCC Office and will be under the direct supervision of the woreda EFCC office head. The Project Coordinator will report to the zone RIP focal person and Region RIP Coordination Unit on his/her engagements/responsibilities both in soft and hard copies with agreed frequency and quality. The Project Coordinator will work closely with relevant parties at district level including District administration, agriculture office, finance office, and other stakeholders including NGOs.

Position 2: Forestry experts (number of positions: one)

Overall responsibility:

The overall responsibility of the forestry expert is promoting sustainable forest management at operational level thereby supporting the implementation of the investment program. The forester will have a responsibility of technically doing the operational aspect of the afforestation and reforestation component on a day-to-day basis under the supervision of the District Project Coordinator (DPC).

Key duties and responsibilities:

Under the general supervision of the DPC, the forestry expert will:

- Provide technical inputs to the forestry operational activities towards the realization of the project outputs at district level.
- Provide technical inputs for the activities related to forest development and rehabilitation of degraded forestlands towards improved responses to deforestation and forest degradation while contributing for local livelihoods.
- Follow up and monitor the project activities specifically with regard to the implementation of the afforestation/reforestation and rehabilitation components.
- Follow up and monitor the activities of nurseries established for the purpose of this project implementation and beyond.
- Prepare the operational plan for the implementation of nursery activities, afforestation programs and rehabilitation efforts under this project.
- Provide technical inputs and trainings for the preparation of forestry development activities and action plans to be implemented by the project office.
- Support the coordination and integration of the operational activities with the government annual plans and other similar programs/projects at the district level.
- Prepare project monthly, quarter and annual progress reports (achievement against planned activities including expenditures) and submit the report to the DPC for monitoring and evaluation.
- Liaise with different district level relevant institutions/project offices to assure the overall implementation of the project activities.
- Support in mobilizing inputs to initiate afforestation and reforestation activities on the ground.
- Performs other related tasks assigned by the DPC.

Selection criteria:

The main skills, competencies and experiences required by the forestry expert will include:

- Minimum of BSc degree in Forestry, Natural Resources Management, Land Resources Management, or other related fields.
- Computer literacy (at least Word, Excel).
- Excellent communication skills.
- Proven experience as a forestry expert in afforestation and reforestation programs, in projects and/or government agencies.

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- Demonstrated experience in developing effective action plans, public mobilization and strengthening capacities.
- Proven negotiation skills and advocacy experience.
- Experiences related to projects will be an added advantage.
- Proven fluency in oral and written English and Afan Oromo.
- General professional experience: Minimum of 8 years for BSc and 4 years for MSc in the fields of Forestry, Natural Resources Management, and Land Resources Management.

Position 3: Finance officer (number of positions: One)

Overall responsibility:

The finance officer will be a team member of the project coordination unit at the district. The finance officer, under the general supervision of the DPC, works closely with the district Finance & Economic Cooperation Office. The finance officer has the responsibilities for the financial and accounting functions of the project at the district level. The position is also responsible for the general control of the treasury, budget functions as well as capacity building in the same line.

Key duties and responsibilities:

Under the general supervision of the DPC, the finance officer will:

- Closely monitor all financial activities and keeps the project advised of all situations which have the potential for a negative impact on internal controls or financial performance.
- Ensure periodic financial statements are prepared and completed on a timely basis and those final reconciliations and trial balances are reviewed with the DPC.
- Support the project management with periodic budget versus actual expenditure reports and analysis.
- Manage the financial activities and schedules to meet the financial reporting requirements and deadlines specified by the funding agency and government.
- Facilitate and coordinate external, internal, funding agency or government audits.
- Oversee the protection of the project's assets (cash, inventory) through the enforcement of internal control policies and procedures.
- Support the program management with bank related activities including bank account opening processes and disbursements.
- Oversee the timely preparation, review and approval of all monthly bank account and cash reconciliations.
- Design, implement and monitor systems and procedures necessary to maintain accurate forecasts of cash requirements for meeting future spending, including commitments entered and which obligate the project to future spending.
- Assist with the preparation and revision of project budgets.
- Assist in the preparation and maintenance of the project's operating budget; including preparation of budget guidelines to assist the project coordinator in formulating budgets.
- Prepare the annual and monthly cash budgets based on approved funding.
- Provide training for the project's partners to ensure staff development and financial risk assurance.
- Work closely with accountants of finance directorate of the BOFEC and MoFEC.
- Performs other related tasks assigned by the DPC.

Selection criteria:

The main skills, competencies and experiences required by the finance officer will include:

- Minimum of BA degree in Accounting, and Finance & Business Management.
- Able to function effectively in a complex work environment and to set appropriate priorities and deal effectively with various simultaneous requirements.
- Ability to carry out responsibilities independently with minimal technical support.
- Good communication skills that function across a diversity of cultures.
- Extensive experience in working with computerized accounting systems, especially in Peachtree program and IBX of MoFEC application program and database programs.
- General professional experience: Minimum of 6 years for BA and 3 years for MA in the areas of financial management.
- Proven fluency in oral and written English and Afaan Oromo.

Duty station: The duty station for District Project Coordinator and Forestry experts positions will be Karsa district of East Hararghe Zone. The Finance Officer will be based at Abuna Gindeberet district of West Showa zone.

2. Project/Program Title: Institutional Strengthening for Catalyzing Forest Sector

Development

Project (IS-CFSDP) in Ethiopia

Salary: Negotiable

Duration: One year, with a possibility of extension upon individual performance and availability of funding

Expected start date: Immediately after concluding contractual agreement.

Position1: District Project Coordinator (number of positions: One)

Overall responsibility:

The project coordinator at the district level has the authority to run the on a day to day basis within the scope of the project activities in the specific district. The project coordinator prime responsibility to ensure that the project produces the result specified in the document for the specific district, to the required standard of quality and within the specified constraints of time and cost.

The project coordinator will report to the regional coordination unit while planning delivery, and reporting of the project activities. The project coordinator will work closely with responsible parties at district level including district administration, agricultural offices, finance office and other relevant NGOs.

Specific responsibility

- Manage the realization of the project output through activity planned in the district.
- Provide directions and guidance project team/responsible party
- Liaise with the direct steering committee to assure the overall direction of the project
- Identify and obtain any support and advice required from the region and Federal institutions for the management, planning and control of the project
- Responsible for the overall project administration
- Plan the activities of the project and monitor progress against the initial plan and quality criteria.
- Mobilize goods and services to initiate activities on the ground according to the action plan.
- Coordinate the integration of the operational activities with the government annual plans and update the plans as required
- Manage and monitor financial resources and accounting to ensure accuracy and reliability of financial disbursement and reports
- Manage and monitor program risks as initially identified in the program and submit new risks to the program steering committee, regional bodies and NPC for consideration and decision on possible actions if required, update the status of these risks by maintaining the program risks long.
- Prepare the project quarterly and annual progress report

Selection Criteria

- Master's degree in Forestry, Land Resources Management, Natural Resources Management, or other related fields.
- Computer literacy (Minimum: Word, Excel)
- Experience on projects will be an added advantage
- Excellent communication skills
- Proven fluency in oral and written English and Afaan Oromo

General professional experience

- Minimum of 10 years of experience in the field of Forestry, Land Resources Management, Natural Resources Management.
- Demonstrated experience as a team leader in project activities.
- Demonstrated experience as senior level in developing effective strategic plan and strengthening the capacity of public bodies
- Proven negotiation skills and advocacy experience

Position 2: Finance Officer (Number of Positions: Two)

Overall responsibility:

The finance officer will be a team member of the project coordination unit at the district. The finance officer, under the general supervision of the DPC, works closely with the district Finance & Economic Cooperation Office. The finance officer has the responsibilities for the financial and accounting functions of the project at the district level. The position is also responsible for the general control of the treasury, budget functions as well as capacity building in the same line.

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Key duties and responsibilities:-

Under the general supervision of the DPC, the finance officer will:

- Closely monitor all financial activities and keeps the project advised of all situations which have the potential for a negative impact on internal controls or financial performance.
- Ensure periodic financial statements are prepared and completed on a timely basis and those final reconciliations and trial balances are reviewed with the DPC.
- Support the project management with periodic budget versus actual expenditure reports and analysis.
- Manage the financial activities and schedules to meet the financial reporting requirements and deadlines specified by the funding agency and government.
- Facilitate and coordinate external, internal, funding agency or government audits.
- Oversee the protection of the project's assets (cash, inventory) through the enforcement of internal control policies and procedures.
- Support the program management with bank related activities including bank account opening processes and disbursements.
- Oversee the timely preparation, review and approval of all monthly bank account and cash reconciliations.
- Design, implement and monitor systems and procedures necessary to maintain accurate forecasts of cash requirements for meeting future spending, including commitments entered and which obligate the project to future spending.
- Assist with the preparation and revision of project budgets.
- Assist in the preparation and maintenance of the project's operating budget; including preparation of budget guidelines to assist the project coordinator in formulating budgets.
- Prepare the annual and monthly cash budgets based on approved funding.
- Provide training for the project's partners to ensure staff development and financial risk assurance.
- Work closely with accountants of finance directorate of the BoFEC and MOFEC.
- Performs other related tasks assigned by the DPC.

Selection criteria:

The main skills, competencies and experiences required by the finance officer will include:

- Minimum of BA degree in Accounting, and Finance & Business administration.
- Able to function effectively in a complex work environment and to set appropriate priorities and deal effectively with various simultaneous requirements.
- Ability to carry out responsibilities independently with minimal technical support.
- Good communication skills that function across a diversity of cultures.
- Extensive experience in working with computerized accounting systems, especially in Peachtree program and IBX of MoFEC application program and database programs.
- General professional experience: Minimum of 6 years for BA and 4 years for MA in the areas of financial management.
- Proven fluency in oral and written English and Afaan Oromo

Duty station: The duty station for District Project Coordinator will be Dubuluk district of Borana Zone, The Finance Officer position will base at Dubuluk district of Borana Zone and Amaya district of South West Showa zone.

Registration for the above positions for both programs:

Interested applicants can submit their application and CV with non-returnable copies of supporting documents in 10 (ten) working days of this announcement on the News Paper to the Human Resources Management and Development Directorate of Oromia Environment, Forest and Climate Change Authority (OEFFCA) located in Finfine, Sarbet area, adjacent to Caffee Oromia, 7th floor.

Note:- District Environment, Forest and Climate Change Authority offices are also mandated to register applicants for the position(s) available at their level and send applicants' list, copies of CVs and other supporting documents to OEFFCA within two working days after end of deadline for registration.

Tel-011 385 20 03.

Oromia Enviroment, Forest & Climate

change Authority



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